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MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT : Logistics Office Survey

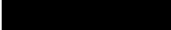
1. This report covers the second week of Phase III of the Logistics Office survey, from 10 May through 14 May 1954.

2. Work accomplished during the reporting period included 69 audits



3. The production achieved last week considerably improved the overall rate of completion. Based on total descriptions written so far and number of positions covered thereby, it is estimated that Phase III is approximately 30% complete. If this pace is maintained in ensuing weeks, coverage of all positions should be attained within the time remaining for Phase III, i.e. four more weeks. It should be noted in this connection, however, that among the positions covered so far are some of the more clear cut cases, e.g. truck drivers and chauffeurs. As problem areas are encountered, production may be expected to drop in certain instances. In order to provide a reasonable margin of safety in this regard, consideration is being given to the assignment of additional analysts to the project to cover specific units.

4. With respect to the study being made by the Military Personnel Division of the utilization of military personnel assigned to the Logistics Office, it had been originally intended to have representatives of MPD accompany classification analysts on audits of positions incumbered by military personnel. Since in many cases members of the Technical Review and Policy Staff, Logistics Office, would also be participating in such audits, it was felt that the addition of another observer would prove somewhat cumbersome and that the impact on military incumbents, who would thereby be faced with three inquisitors, would be excessive. Accordingly, participation in actual desk audits was waived by MPD. It is believed that sufficient information can be obtained from job questionnaires and from position descriptions prepared by the classification team to satisfy MPD's requirements.

5. Discussions were held within the Division in regard to the proposed functional statements developed by  for Logistics Office personnel

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activities. Based on points developed during these discussions, the material was revised to incorporate certain refinements in the functional concepts expressed, with particular reference to clarifying responsibilities of the Office of Personnel in relation to responsibilities of the operating office for carrying out personnel activities. Our recommendations in this regard will be forwarded to you under a separate memorandum.

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Chief, Classification & Wage Division

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OP/CWD/ (17 May 1954)

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